

DEPARTMENT: MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 19, 2017

FLSA Status: Exempt/Administrative

MENTAL HEALTH SERVICES FISCAL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a management position involving considerable independent responsibility for the supervision and coordination of the fiscal and operating affairs which are in support of Mental Health Department operations. The incumbent performs management functions including, but not limited to, budgeting, fiscal and business management, personnel management and supervision. The incumbent will have responsibility to prepare complex fiscal reporting documents as required by the New York State Office of Mental Health (OMH), Office of Alcohol and Substance Abuse Services (OASAS), and Office for People with Developmental Disabilities (OPWDD). The incumbent will evaluate OMH, OASAS, and OPWDD fiscal guidance and recommend department policies/procedures in accordance with these rules. The work is performed under the direction of the Director and/or Deputy Director. Considerable leeway is allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established guidelines, procedures, rules, regulations, and laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the formulation of policies and procedures for the business administration of the department;
2. Assists the Director in matters related to administration, budget, and office procedures;
3. Advises department personnel on appropriate administrative and budgetary procedures;
4. Secures budget estimates, makes budget studies and assists in preparation of the total budget;
5. Prepares special administrative, statistical and financial reports as requested by the Director;
6. Plans and supervises the collection, tabulation and analysis of financial and statistical data including completion of State Consolidated Budget Reports & Consolidated Fiscal Reports;
7. Supervises and expedites the maintenance of fiscal records and the preparation of reports;
8. Supervises assigned office staff and office functions;
9. Performs related work necessary for the efficient execution of administrative functions of the department;
10. Studies current business and accounting procedures and recommends changes to improve departmental functioning;
11. Analyzes State Mental Hygiene Department, DOH, and related bulletins, directives and procedural material within their area of responsibility and develops administrative procedures to respond and maintain compliance;
12. Coordinates with OMH, OASAS, OPWDD Fiscal offices regarding Direct Services and contract agency matters;
13. Tracks all Federal/State Aid and local share revenue and disbursement and monitor to ensure compliance with budgetary and contractual obligations;
14. Tracks grant awards, prepare grant related budgets and fiscal reports;
15. Assists the Director and/or Deputy in the creation, negotiation, monitoring and supervision of all contracts and service agreements;
16. Oversees and controls the agency's supplies and equipment;
17. Oversees and coordinates the agency payroll function;
18. Implements and oversees department accounting and financial transactions to ensure compliance with federal and state fiscal regulations;
19. Solicits and acquires contracts for insurance reimbursement and managed care related to Direct Services;
17. Manages and oversees at an administrative level the business services, billings and collections of the direct services operated by the department;
18. Provides administrative oversight of all business services systems of the Department, i.e., purchasing, payroll, and accounts receivable;
19. Conducts financial audits of department sub-contractors to ensure compliance with federal, state, and county requirements
20. Develops and oversees the management information systems.

CONTINUED

MENTAL HEALTH SERVICES FISCAL ADMINISTRATOR CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current business administration and fiscal procedures, practices, terminology, and techniques including budgeting and appropriation practices in Comprehensive Mental Hygiene Service Delivery Systems; thorough knowledge of the policies, laws, and regulations affecting Mental Hygiene activities and the changing Mental Hygiene Service Delivery System; good knowledge of general professional accounting standards and business practices, including generally accepted accounting principles (GAAP) and public finance; good knowledge of health care financial matters including insurance and related reimbursement systems; good knowledge of management information systems and computer operations, including with regard to database, spreadsheet and word processing applications; skill in using computerized software systems and related peripherals and the ability to use them at an acceptable rate of speed and accuracy; ability to analyze, prepare, format, and present complex data in complete and accurate reports; administrative ability, including strong ability to define priorities, establish good teamwork, as well as train, evaluate, and supervise employees; strong leadership and interpersonal skills; ability to establish and maintain cooperative relations with colleagues, service providers, community groups, other governmental agencies, and public officials; ability to prepare and present ideas clearly and concisely, both orally and in writing; sound professional judgment, accuracy, integrity, resourcefulness, and attention to detail are required; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in business administration or accounting, or closely related field **and** three (3) years of full-time paid business administration or accounting experience preferably in a Health Care system environment **and** one (1) year of experience as a first-line supervisor; **OR**
2. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in business administration or accounting, or closely related field **and** five (5) years of full-time paid experience in business administration or accounting experience preferably in a Health Care system environment **and** one (1) year of experience as a first-line supervisor; **OR**
3. Graduation from a regionally accredited or New York State registered approved college with an Associate's Degree in business administration or accounting, or closely related field **and** seven (7) years of full-time paid experience in business administration or accounting experience preferably in a Health Care system environment **and** one (1) year of experience as a first-line supervisor; **OR**
4. Graduation from high school or possession of a high school equivalency diploma and successful completion of 60 credit hours of college level course work in business administration or accounting through a regionally accredited or New York State registered approved college or university **and** seven (7) years of full-time paid experience in business administration or accounting experience preferably in a Health Care system environment **and** one (1) year of experience as a first-line supervisor.

SPECIAL NOTE: Experience in all areas of budgeting and fiscal systems must be defined in detail.